

Red Caboose Community Library Board Meeting DRAFT Minutes  
July 13, 2023

Board Members Present: Linda Klopf, Gloria Kelly, Wendy Yager, Ellen Serra

Board Members Absent: None

Others Present: Delane Jackson

The meeting was called to order by Linda Klopf on Thursday July 13, 2023, at 1:10 pm in the Small Meeting Room of the River Bend Community Building with a quorum present.

I. Approval of June 8, 2023, minutes: The meeting minutes were distributed and reviewed. A motion to accept the meeting. The minutes presented were made by Board Member Wendy Yager and seconded by Board Member Gloria Kelly. The motion passed unanimously.

II. Library Communications:

a. Parks and Rec:

i. Liaison Report

Wendy attended the Parks and Rec special meeting and stated there were new officers on the Board. An event is scheduled to be held September 30th involving parents and children. Another event in October involving the community is under development.

b. Town Council

I. Review of Town Council Meeting and Work Session, Gloria attended the Town Council Meeting; no votes took place. Rezoning/development continues to be explored.

II. Library Funding: Proposed Contract Status

The contract is moving forward towards execution. Proposed changes in Library structure may affect the timetable.

III. General Library Operations

a. Volunteer Status

The Library has 3 new volunteers and has lost 2, one of which is our Secretary Valerie Conaty. We thank Valarie for her dedication. She is truly missed.

b. Book/Tech Mobile

Continues to have good turnout despite the heat. They will not be in River Bend in August. Next visit July 21, 2023 2-5 pm.

c. Inventory Status

A full physical inventory will be started August 2nd at 10:00am. Board Members Linda Klopf Ellen Serra will cull the fiction, history, biography and large print sections before the start of inventory. Gloria will print out a copy of current inventory from the computer to assist in the process.

i. Review of New Procedure for Changing Out Books

A formal stepwise procedure was developed by Linda for the three times per year to change out of NEW books to promote consistency and ease in operations. It was reviewed and unanimously approved. The next change out will be completed in September.

ii. Children's section

Board Member Ellen Serra will inventory this section after she receives a copy of the children's section computer printout.

d. Proposed Library Name Change

Linda proposed a change in the Library's name to better reflect what the Red Caboose Library really is, a community Library. Linda made a motion to change the Library name to Red Caboose Community Library. Wendy seconded the motion, and it was passed unanimously.

e. Proposed Library Restructure

The Library Board received legal education regarding the process and usefulness of the Library becoming a type of corporate entity. A question was proposed to the Town Manager who stepped into the meeting at our request. He was asked about the impact this possible change would have on the possibly of the Library being housed on River Bend Town Property in the future. Delane Jackson stated that a change to this type of status would have no impact on our ability to move forward in this direction in the future.

Ellen made a motion for the Library to move forward towards an incorporated status. The motion was seconded by Wendy and passed unanimously. Linda will contact the lawyer to start the process and notify the Town.

IV. Financial Report: Gloria provided copies of the June 2023 Financial Report.

V. New Endeavors/Fundraising

a. Volunteer Meeting/Ice Cream Social?

Discussion regarding having a Volunteer Meeting and Ice Cream Social for some time in October. Date to be set at our September meeting as we will not be meeting in August.

b. 4th of July Parade Review.

The "Caboose Float" on the back of the red pickup truck worked very well. We had good participation from Library volunteers and positive comments from the community. As usual the heat was an issue but having the truck made much easier participation. We were still able to pass out our 200 Library "Smartie Bookmarkers". Pictures and info were posted on community social media.

VI. Visitor Comments

None (The Library questions to the Town Manager were addressed above)

VII. Adjournment: Motion to adjourn was made by Board Member Wendy Yager and seconded by Board Member Gloria Kelly. Motion passed unanimously and meeting was adjourned at 3:05 pm.

**Respectfully submitted by Linda Klopf**

**7-21-23**